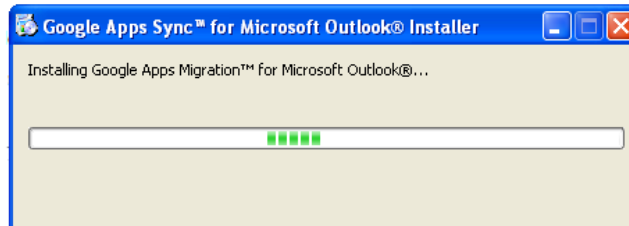


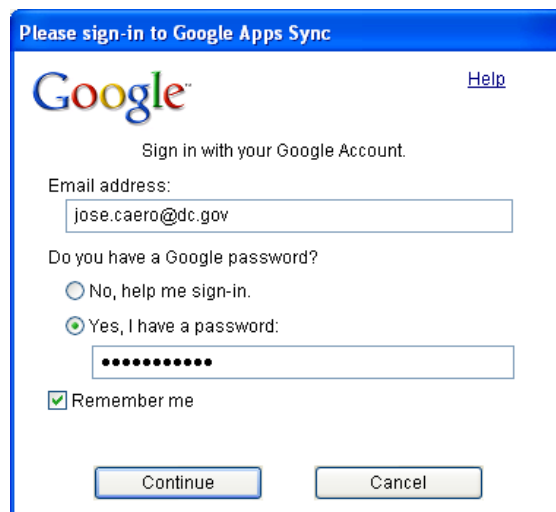
# Exporting E-mail using Google Apps Sync for Microsoft Tool

Head to: <https://tools.google.com/dlpage/gappssync>

And click on *Download Google Apps Sync* to install the software...



Once installed, you will be prompted for your username and credentials. Hit *Continue* when complete:

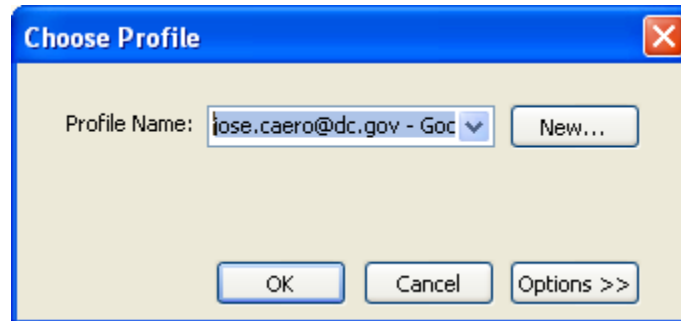


You will be prompted with a window to now create a *\*NEW\** profile in outlook, click on *Create Profile* to continue:



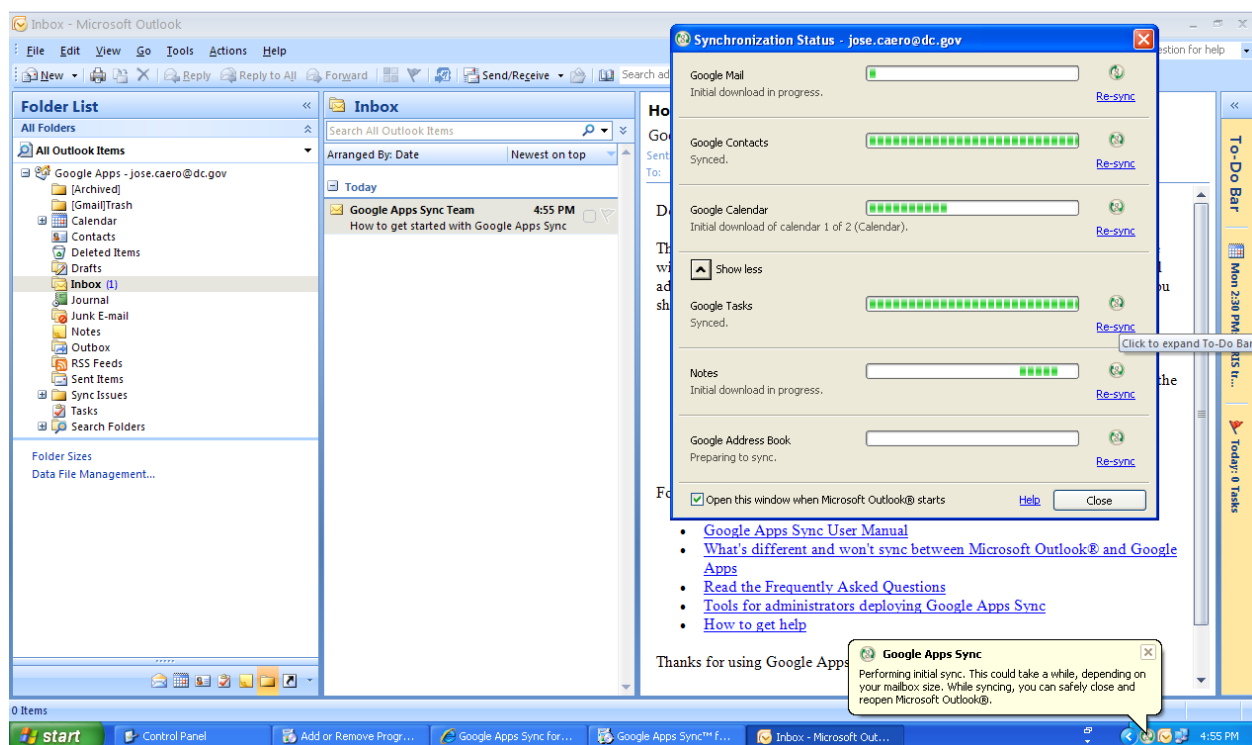
You will be prompted to start Outlook after a confirmation window.

Your profile will be created that might look something like this:

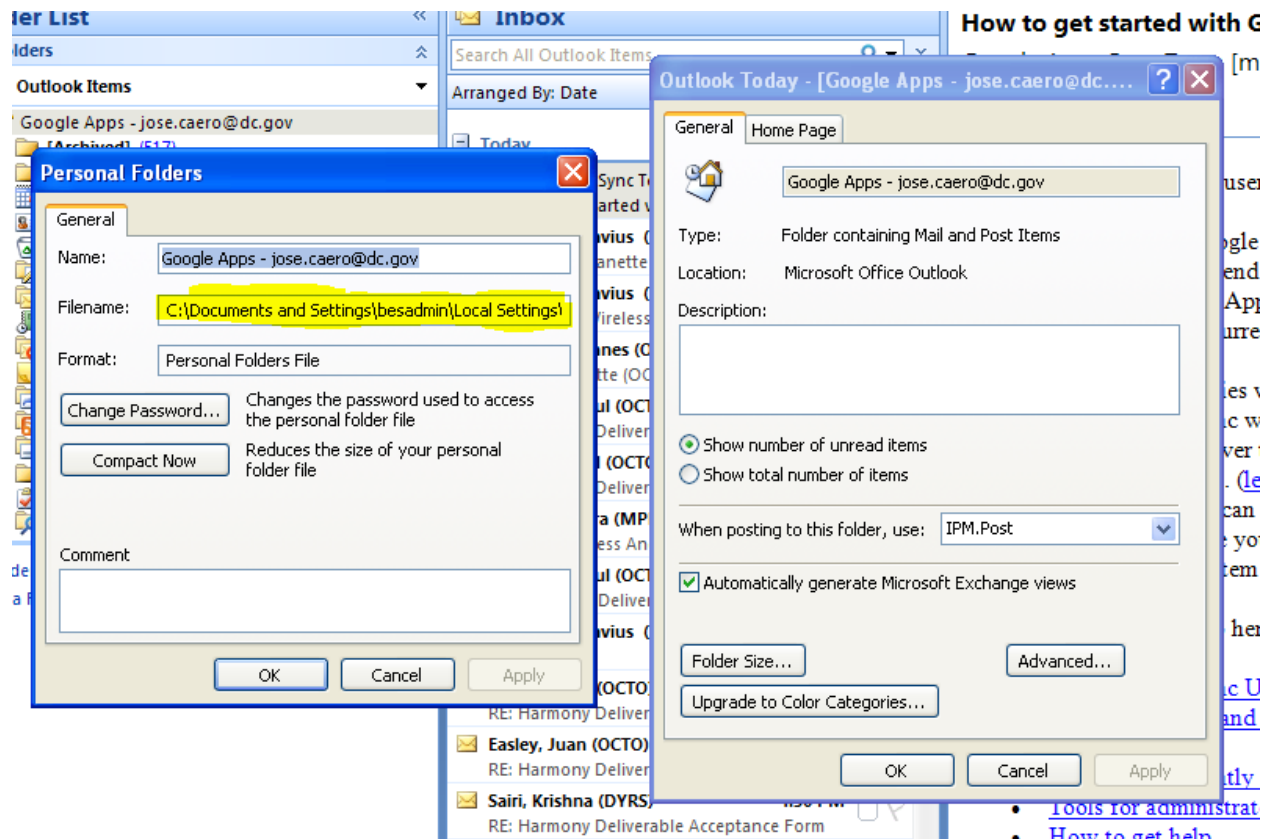


The profile name should look like: jose.caero@dc.gov - Google Apps; after which click ok to continue.

Once completed, Outlook will start with the Sync tool running in the background that will copy your contacts, calendar and mail to your local PST.



Depending on how much email you have, this might take from a few minutes to a couple of hours. To locate the PST, right-click on the PST root in outlook and select the properties. On the new window, select advanced. The path of the location will be in the highlighted field:



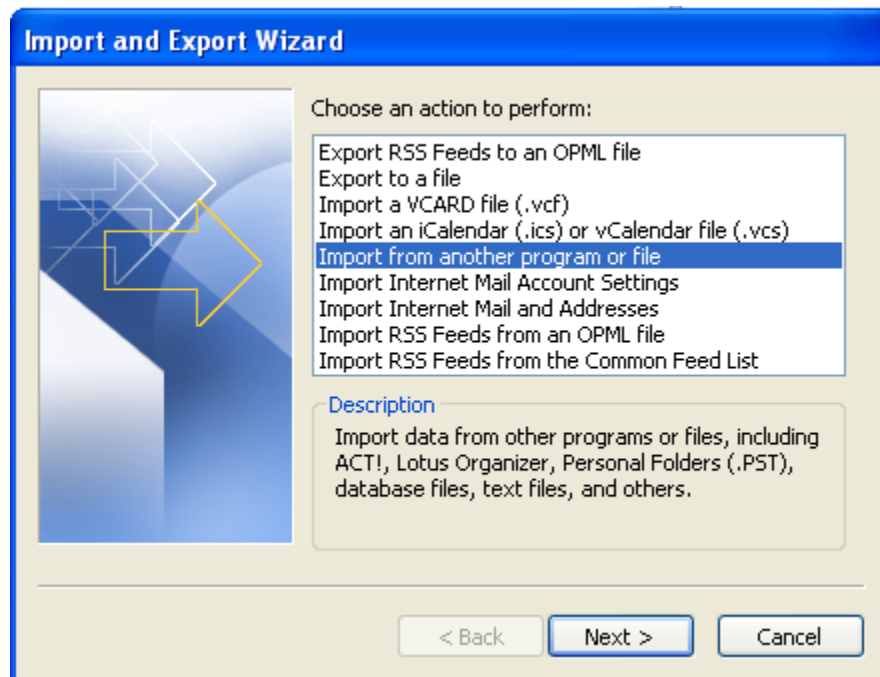
# Importing Gmail e-Mail to Exchange Mailbox

Open outlook to your exchange profile and

In Outlook 2007: head to File -> Import and Export...

In Outlook 2010: head to File -> Options, the Options window opens  
click on Advanced -> then export on the right pane

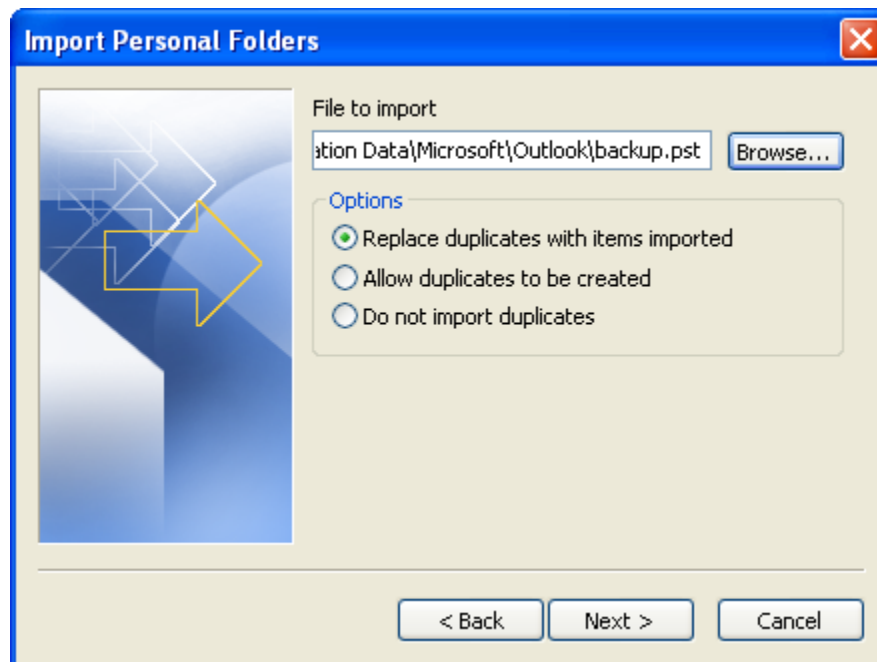
You should see the window below:



Select Import from another program or file:

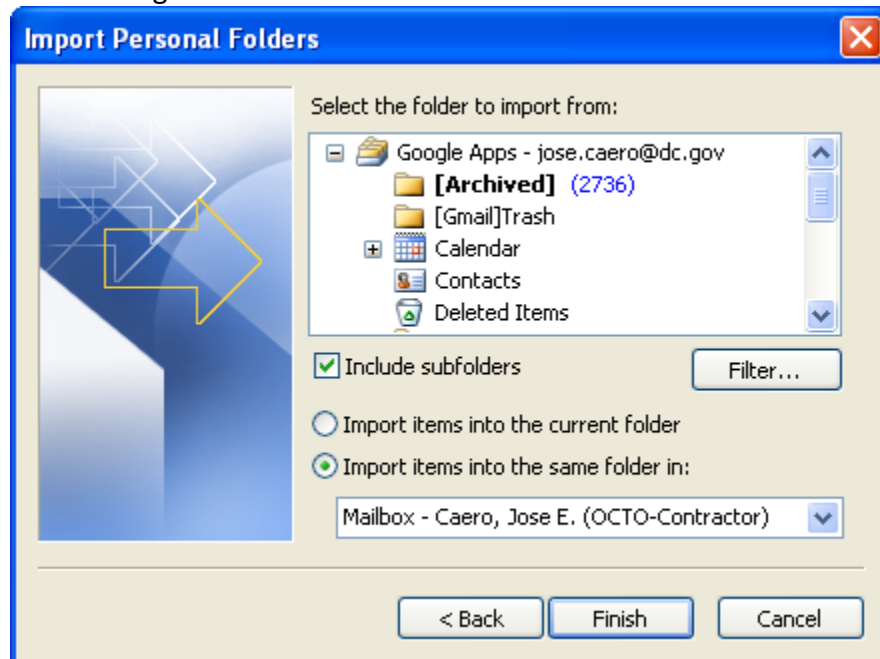
Scroll down and select Personal Folder File (.pst)

Select browse on the new window that opens and direct yourself to where you have the Gmail PST file.



Once you selected the PST file, leave all other options as is and click *Next >*

You should see something similar to this:



Make sure that the *Include subfolders* checkbox is checked and select the radio button *Import items into the same folder in:* where you select your mailbox to import to. When done, click on finish and mail will start importing.